

## MEMORANDUM

DATE: October 15, 2018

TO: Career Schools and Colleges Operating under a Certificate of Authority or Certificate of Authorization

FROM: Rex Peebles, Assistant Commissioner, Academic Quality & Workforce

SUBJECT: **2018 Student Data Reporting Requirements**

This memo is being sent to the Career Schools and Colleges, Private, and Out-of-State Public Postsecondary Institutions operating in Texas under a Certificate of Authority or a Certificate of Authorization.

### **Institutions under a Certificate of Authority:**

Institutions that are currently under the oversight of the Coordinating Board and operating under a Certificate of Authority are required to comply with all of the requirements of Chapter 7 of the Texas Administrative Code.

### **Institutions under a Certificate of Authorization:**

Institutions operating under the requirements of a Certificate of Authorization, although exempt from some of the provisions under Chapter 7 of the Board rules, must comply with sections 7.5 (Administrative Penalties and Injunctions), 7.11 (Changes of Ownership and Other Substantive Changes) and 7.13 (Data Reporting). These sections remain applicable to all institutions and are required by Board rule for continuing eligibility for a Certificate of Authority or Certificate of Authorization. All institutions must comply with the student data reporting protocols contained in the Reporting and Procedures Manual.

### **Institutions under a Certificate of Authorization based on clinicals/internships/field-based experiences:**

In the 2018 reporting manual (page 1.1), it states the following for students who should be included in the reports:

5. Students who are located in Texas. International students and other non-Texas residents should be reported if they reside in Texas while taking the relevant instruction.

We ask that institutions under a Certificate of Authorization based on clinicals, internships or other field-based experiences, report not only students enrolled in field-based experiences in Texas, but any Texas-based students who are enrolled in online programs at your institution. Please do not include any Texas residents who are physically located at your out-of-state campus.

### **All institutions subject to student data reporting:**

The reporting requirements for your institution are in the:

[Reporting and Procedures Manual for Institutions Operating in Texas under a Certificate of Authority/Authorization \(Sept 2018\)](#)

Appendix references within the above document are in the:

[Appendices to the CBM Reporting and Procedures Manuals](#)

Both of the above documents and other reporting information can also be found at:

<http://www.txhighereddata.org/ReportingManuals>

If you had students enrolled in courses required for a certificate, degree, or other formal award during the reporting period (September 1, 2017 to August 31, 2018), please complete the appropriate fields in the student enrollment report (CBM001). For students who completed a certificate or degree during that time period, submit a graduation report (CBM009) for all awards (including certificates). See pages 1.1 and 9.1 of the manual for more information.

For the CBM001 and CBM009 student data reports, the:

- **reporting due date** is December 1, 2018<sup>14</sup>,
- **report certification** is by January 15, 2019,
- **reporting year** is 2018, and
- **reporting period** is September 1, 2017 to August 31, 2018.

Since some start and end dates for terms do not correlate with the reporting period dates, any first term/last term dates reported need to fall within the reporting period (e.g., if a student enrolled in a program or course prior to September 2017, for reporting purposes, that student's first term would be reported as September 2017. Conversely, if a continuing student enrolled in a course that had an end date after August 2018, or if a student is still enrolled in a course that ends after August 2018, for reporting purposes, that student's last term would be reported as August 2018). An Excel template is attached that may prove helpful for 2018 reporting.

#### **Change to Secure Submission Process for CBM Student Data Reports beginning 2016:**

Beginning May 2016, the Texas Higher Education Coordinating Board (THECB) transitioned from the THECB secure ftp server to a new THECB secure web server for the secure transfer of data. In order to submit CBM files to the Educational Data Center (EDC), you must now log into the THECB secure web server using either the EDC Portal (MOVEit) in a web browser or an SFTP Client.

The information needed for the secure transfer of data using either of these methods can be found at:

<http://www.txhighereddata.org/Interactive/edcportal>

Both methods require the same username and password. For institutions that have reported in the past, your username (in the form of "edcNNNNNN") and password have not changed. Passwords (new and forgotten) will need to be provided over the phone.

To obtain your MOVEit username and password or if you need technical assistance with reporting, please contact Clifford King at 512-427-6441 or [Cliff.King@theccb.state.tx.us](mailto:Cliff.King@theccb.state.tx.us). Please note these are not the same as the Certificate of Authorization Institution Portal credentials used for Annual Compliance Review reporting.

#### **Additional Reporting may be required:**

All institutions operating under a Certificate of Authorization are subject to annual review for continued compliance with its Board-recognized accreditator's standards of operation; student complaint processes; financial viability; and accurate and fair representation in publications, advertising, and promotion. **The annual compliance review reporting is separate from the student data reporting set forth in this memo.** Student data reporting covers the status of an institution's students. Compliance review reporting covers compliance with institutional accreditors and THECB standards of operation.

The [Texas Higher Education Accountability System](#) includes measures that are derived from CBM reports and from IPEDS. There is also a system login (CBPass) for institutional input for several measures (program certification and licensure pass rates) and where comments may be added.

The following table summarizes the reporting timelines:

<b>Type of Report</b>	<b>Timing</b>	<b>Institutions Reporting</b>
<b>Annual compliance review report</b>	Due January 15 of each year	Certificate of Authorization institutions with names starting "A" through "O"
<b>Annual compliance review report</b>	Due July 15 of each year	Certificate of Authorization institutions with names starting "P" through "Z"
<b>Student data reporting CBM001 enrollment CBM009 graduation</b>	Due December 1 of each year	All Certificate of Authorization and Certificate of Authority institutions
<b>Institutional Input and Updates to Accountability System</b>	System opens on or about December 1 of each year for applicable measures; portal for institutional comments will remain open until November of following year	All Certificate of Authorization and Certificate of Authority institutions

**Please forward this information to the appropriate people at your school.**

If you have questions regarding student data reporting requirements, please contact Clifford King. If you have questions regarding your institution's authorization status please contact Cristine Ayala, Program Specialist, Academic Quality & Workforce, by telephone at 512-427-6524 or via email at [Cristine.Ayala@theccb.state.tx.us](mailto:Cristine.Ayala@theccb.state.tx.us).

<sup>[1]</sup> Because key THECB personnel will not be available during the week of Thanksgiving (November 19-23, 2018) to answer questions or assist with technical issues, reports submitted by December 8, 2018 will not require an extension request. Reports are required to be error free and certified within 6 weeks of the due date (January 15, 2019).